

June 2009

This distribution contains change pages for patch MD*1.0*11 of the Clinical Procedures 1.0 User Manual.

The change pages for CP Patch 2, CP Patch 10, CP Patch 4, and CP Patch 14 should be inserted before the change pages for CP Patch 11:

File Name:

MD_1_P2_UM.PDF
MD_1_P10_UM.PDF
MD_1_P4_UM.PDF
MD_1_P14_UM.PDF

Patch:

MD*1.0*2
MD*1.0*10
MD*1.0*4
MD*1.0*14

Patch MD*1.0*11 pages:

Replace Pages:

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With Pages:

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CLINICAL PROCEDURES USER MANUAL

Version 1.0

April 2004

Revised June 2009

Department of Veterans Affairs
Office of Information & Technology
Office of Enterprise Development

Revision History

Description	Date	Technical Writer
Originally released.	April 2004	
¹ Patch MD*1.0*2 released.	July 2004	
² Patch MD*1.0*10 released.	March 2005	
³ Patch MD*1.0*4 released.	September 2006	REDACTED
⁴ Patch MD*1.0*14 released. Added new sections for Auto Study Check-In to Ch. 3.	March 2008	REDACTED
⁵ Patch MD*1.0*11 released. Added new section in Ch. 3 for handling appointment no shows and cancellation with the auto study check-in. Replaced provider name in Ch. 4 with generic name. Updated product line on title page.	June 2009	REDACTED

¹ Patch MD*1.0*2 July 2004 Patch 2 release added.

² Patch MD*1.0*10 March 2005 Patch 10 release added.

³ Patch MD*1.0*4 September 2006 Patch 4 release added.

⁴ Patch MD*1.0*14 March 2008 Patch release added.

⁵ Patch MD*1.0*11 June 2009 Patch release added.

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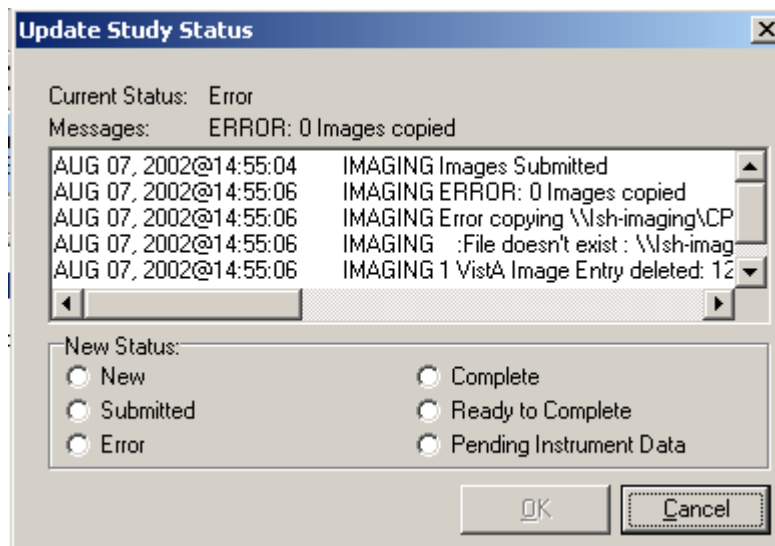


Figure 3-28

¹Appointment No Shows and Cancellation

When an appointment is scheduled for a future date/time, the appointment can later be cancelled or the appointment can be changed to “No show” because the patient was a no show for the appointment. With patch MD*1.0*11, an option called MD PROCESS NOSHOW/CANCEL was introduced. Once scheduled to run daily, it will pick up the no show and cancelled appointments and cancel the associated CP study that was created.

Figure 3-29 shows a study with the status of “New” created from an auto study check-in.

¹ Patch MD*1.0*11 June 2009 Add new section on appointment no show and cancellation.

Clinical Procedures

File View Help

CP,PATIENTTWO Ward: 3AS Rm: 666-02-0343 MALE FEB 3,1943 (65) Allergies

Studies:

Procedure	Check-In Date Time	Status	Instrument	Images
Colonoscopy 3814 (Consult #:3615 Req...	7/28/2008 3:55:30 PM	New	OLYMPUS Colo...	0

User: ACKERMAN,NIEN-CHIN (MEDICAL TECHNOLOGIST) Division: HINES ISC

Figure 3-29

The patient has an appointment scheduled shown in figure 3-30 for the procedure in figure 3-29.

```

Appt Mgt Module           Jul 28, 2008@16:03:25           Page: 1 of 1
Patient: CP,PATIENTTWO (0343)                               Ward: 3AS
Total Appointment Profile  * - New GAF Required           06/28/08 thru 04/23/11

  Clinic      Appt Date/Time      Status
1  Gi Lab      07/28/2008@12:00    Inpatient/Act Req      12:00

Enter ?? for more actions
CI  Check In      CD  Change Date Range      DX  Diagnosis Update
UN  Unscheduled Visit  EP  Expand Entry      DL  Wait List Display
MA  Make Appointment  AE  Add/Edit          DE  Delete Check Out
CA  Cancel Appointment  RT  Record Tracking   WD  Wait List Disposition
NS  No Show          PD  Patient Demographics  CP  Procedure Update
DC  Discharge Clinic  CO  Check Out          PC  PCMM Assign or Unassign
AL  Appointment Lists  EC  Edit Classification  TI  Display Team Information
PT  Change Patient    PR  Provider Update
CL  Change Clinic      WE  Wait List Entry

Select Action: Quit//
  
```

Figure 3-30

The appointment was cancelled and re-booked in figure 3-31.

Appt Mgt Module		Jul 28, 2008@16:09:29		Page: 1 of 1	
Patient: CP,PATIENTTWO (0343)				Ward: 3AS	
Total Appointment Profile		* - New GAF Required		06/28/08 thru 04/23/11	

Clinic	Appt Date/Time	Status
1 Gi Lab	07/28/2008@12:00	Cancelled By Patient
2 Gi Lab	08/08/2008@08:00	Inpatient/Future

Enter ?? for more actions

CI Check In	CD Change Date Range	DX Diagnosis Update
UN Unscheduled Visit	EP Expand Entry	DL Wait List Display
MA Make Appointment	AE Add/Edit	DE Delete Check Out
CA Cancel Appointment	RT Record Tracking	WD Wait List Disposition
NS No Show	PD Patient Demographics	CP Procedure Update
DC Discharge Clinic	CO Check Out	PC PCMM Assign or Unassign
AL Appointment Lists	EC Edit Classification	TI Display Team Information
PT Change Patient	PR Provider Update	
CL Change Clinic	WE Wait List Entry	

Select Action: Quit//

Figure 3-31

Figure 3-32 shows the study cancelled by the task MD PROCESS NOSHOW/CANCEL and a new study was generated for the re-booking of the new appointment.

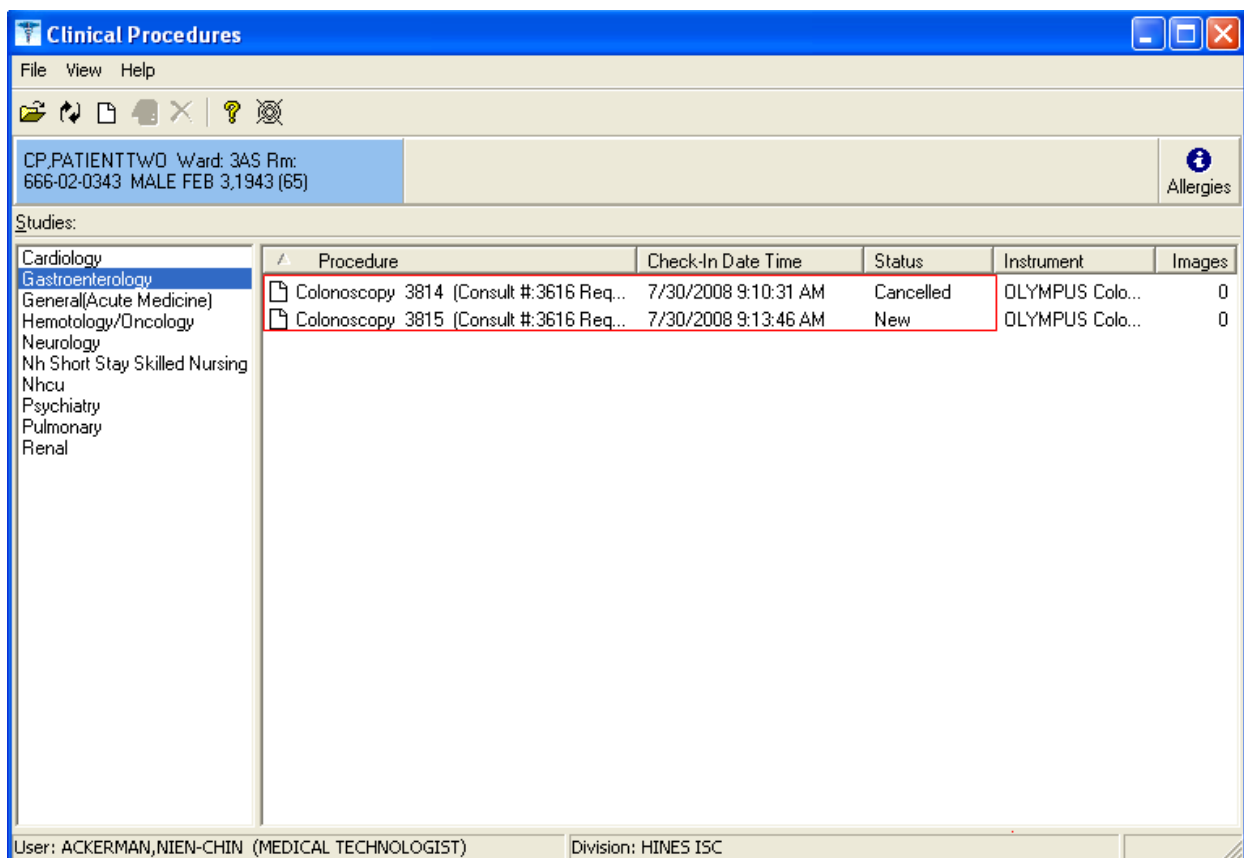



Figure 3-32

Note: If during appointment cancellation, no re-booking was selected, the user will need to remove the new study created.

Figure 3-33 shows an example of an appointment with a status of a “No Show” and no auto re-booking of a future appointment.

Appt Mgt Module		Jul 30, 2008@09:27:55	Page: 1 of 1
Patient: RAYMOND, LOUIS (2382)			Outpatient
Total Appointment Profile		* - New GAF Required	06/30/08 thru 04/25/11
Clinic	Appt Date/Time	Status	
1 Gi Lab	07/30/2008@10:00	No-show	
Enter ?? for more actions			
CI Check In	CD Change Date Range	DX Diagnosis Update	
UN Unscheduled Visit	EP Expand Entry	DL Wait List Display	
MA Make Appointment	AE Add/Edit	DE Delete Check Out	
CA Cancel Appointment	RT Record Tracking	WD Wait List Disposition	
NS No Show	PD Patient Demographics	CP Procedure Update	
DC Discharge Clinic	CO Check Out	PC PCMM Assign or Unassign	
AL Appointment Lists	EC Edit Classification	TI Display Team Information	
PT Change Patient	PR Provider Update		
CL Change Clinic	WE Wait List Entry		
Select Action: Quit//			

Figure 3-33

Figure 3-34 shows the study cancelled for the appointment with “No Show” and a new study is created. The user can highlight the study with “New” status and click  button to delete it or select the **File**|| Delete Study to remove it.

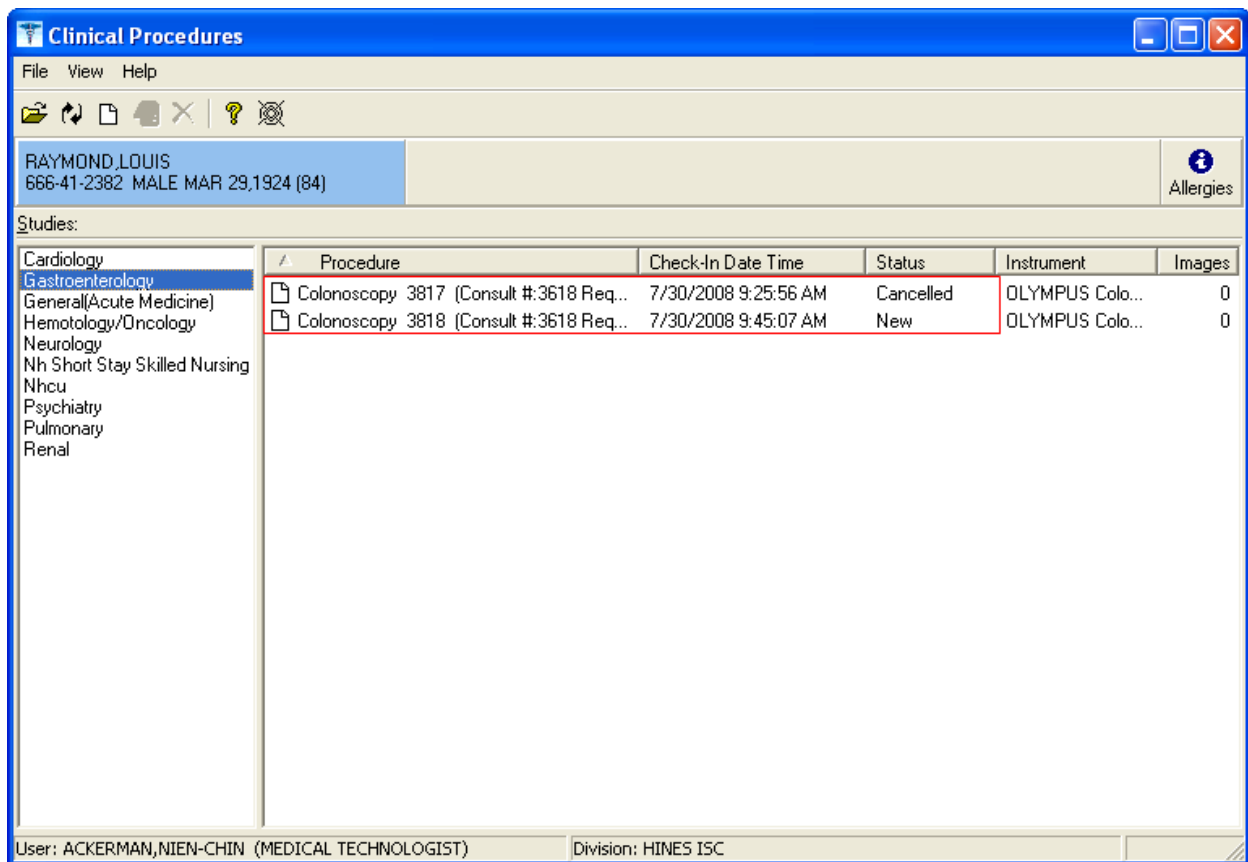


Figure 3-34

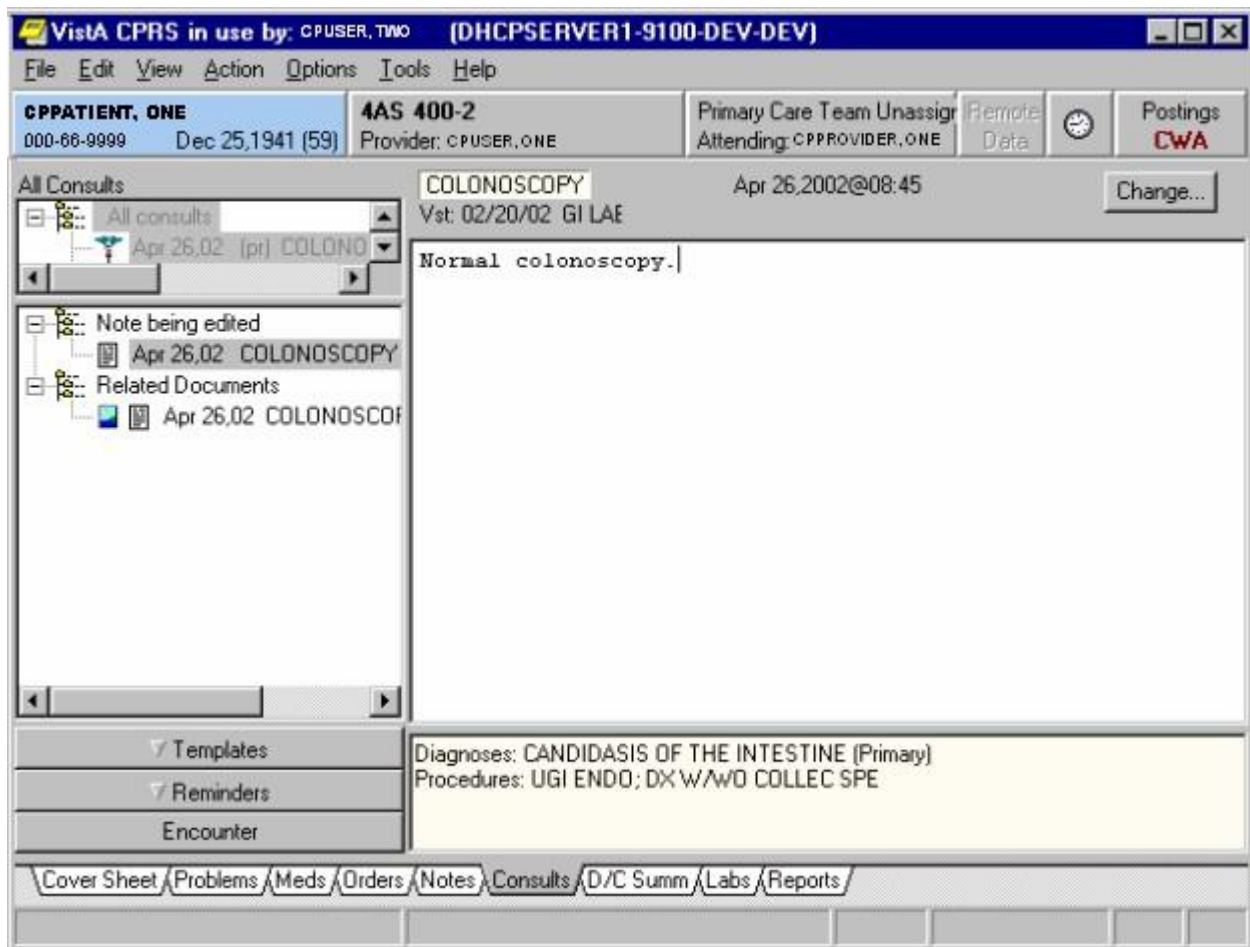


Fig 4-6

7. Enter an interpretation in the space on the right side of the screen for the highlighted (current) consult procedure (Fig. 4-6).

Entering Encounter Information

You can now enter encounter form information.

8. To enter the encounter information and complete the consult procedure, you must select **Action > Consult Results > Sign Note Now**.

You can also select the **Encounter** drawer (Fig. 4-6) to directly enter encounter information.

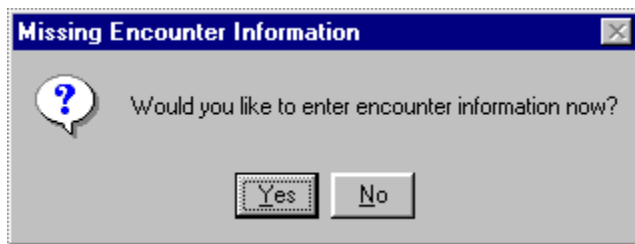


Fig. 4-7

This window (Fig. 4-7) asks if you want to enter encounter information now. (Fig. 4-7 is displayed depending on how CPRS parameters are set. See the Implementation Guide for information on defining CPRS parameters.)

9. Click **Yes** to enter encounter information, or click **No** to skip this step. If you choose No, you can enter the information at a later time. In this example, the Yes button is clicked and encounter information is entered.

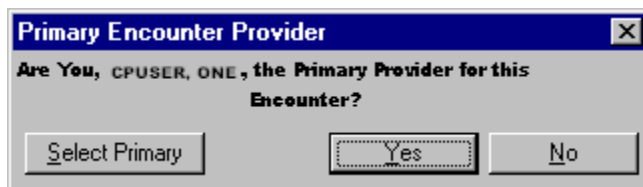


Fig. 4-8

Figure 4-8 allows you to verify the primary provider for this encounter form.

10. Click **Yes**.

CPRS brings up the Encounter Form that was set up for the Hospital Location, where the procedure was performed. The **Visit Type** tab is displayed.

11. Enter appropriate information for visit type. For example, in Figure 4-9, the following information was entered:

Type of Visit. Established Patient

Section Name. Intermediate Exam 11-19 Min.

Visit Related to Service Connected Condition. Yes

Current providers for this encounter. ¹CPUSER, ONE

¹ Patch MD*1.0*11 June 2009 Replaced provider name with generic name.